



STATE OF CONNECTICUT

DEPARTMENT OF EDUCATION



**JOB OPPORTUNITY
CONNECTICUT TECHNICAL HIGH SCHOOL SYSTEM
EDUCATION ASSISTANT (PART-TIME)
OLIVER WOLCOTT TECHNICAL HIGH SCHOOL**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS ON THE LAST PAGE

Open To: The Public
Location: 75 Oliver Street, Torrington, CT
Hours: 7:00 a.m. – 11:00 a.m.
Salary: \$17.04 per hour
Closing Date: October 4, 2013
Job Posting # 60515

GENERAL KNOWLEDGE:

Oral and written communication skills; interpersonal skills; ability to maintain records and charts; ability to follow oral and written instructions; ability to prepare reports; ability to relate to students.

EXAMPLE OF DUTIES:

Monitors and/or supervises different areas of school buildings and grounds as assigned, e.g. cafeteria or restroom; provides clerical support including copying, collating and filing materials; prepares classroom materials and assists teacher in general maintenance of classroom and adaptive equipment; assists teacher in routine, necessary, school related duties (e.g. taking attendance, ordering supplies, reporting lunch count); performs related duties as required.

GENERAL EXPERIENCE:

A high school diploma or General Educational Development test (GED certification) and any experience and training which will provide the knowledge, skills, and abilities listed above.

SPECIAL REQUIREMENTS:

1. Incumbents in this class may be required to possess and retain a current Connecticut Motor Vehicle operator license.
2. Incumbents in this class may be required to speak a foreign language.

PHYSICAL REQUIREMENT:

Incumbents in this class may be required to pass a physical examination.

PREFERRED EXPERIENCE:

Experience working in an education institution.

Note:

1. The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.
2. Incumbent will work only when school is in session and students are present.

APPLICATION INSTRUCTIONS:

In addition to meeting the above requirements, candidates must submit the following information by the closing date in order to be considered for this position:

1. Cover letter
2. Application for Employment (CT-HR-12), available online at <http://www.sde.ct.gov>
3. Three (3) current professional references

Oliver Wolcott Technical High School
75 Oliver Street
Torrington, CT 06790
ATTN: Fran Carpenter
TEL: (860) 496-5300
FAX: (860) 496-9022
E-MAIL: fran.carpenter@ct.gov

The CTHSS is committed to a policy of equal opportunity/affirmative action for all qualified persons and equal access to Boy Scouts of America and other designated youth groups. The CTHSS does not discriminate in any employment practice, education program, or educational activity on the basis of **race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. The Department of Education does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction.** Inquiries regarding the Connecticut Technical High School System's nondiscrimination policies and practices should be directed to:

Levy Gillespie
Equal Employment Opportunity Director/American with Disabilities Act Coordinator
State of Connecticut Department of Education
25 Industrial Park Road
Middletown, CT 06457
860-807-2101
Levy.Gillespie@ct.gov
(Coordinator for matters related to Affirmative Action/Equal Opportunity Employment and nondiscrimination policies and practices)

Beatrice Tinty
Education Consultant
Connecticut Technical High School System
25 Industrial Park Road
Middletown, CT 06457
860-807-2220
(Coordinator for matters related to Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973)

U.S. Department of Education
Office for Civil Rights
5 Post Office Square, Suite 900
Boston, Massachusetts 02109-3921
617-289-0111

fax number 617-289-0150

TTY/TDD 877-521-2172

(Matters related to race, color, national origin, age, sex and/or disability)

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER